

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Staff Services Analyst (SSA)

POSITION NUMBER:

800-665-5157-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Administration/Financial Management & Contracts

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Contracts and Purchasing Bureau

SUPERVISOR'S NAME:

Faisal Aziz

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☒ Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

None

Supervisor

Lead Person

Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Contracts and Purchasing Bureau (Bureau) is dedicated to providing procurement and contract services to California Department of Social Services (CDSS) Departmental programs and the California Health and Human Services Agency (CHHS). The Bureau coordinates the review and approval process with control agencies.

CONCEPT OF POSITION:

Under the general supervision of the SSM I, and assigned Mentor, the SSA is responsible for conducting research, compiling data, and analyzing results that will be used to draft and execute contracts and other agreements for non-information technology (IT) and IT goods and services. The SSA will begin by assisting the Mentor with contract close out, contract distribution, filing and creating new contracts. Assignments include small dollar value services (under \$5,000), Subvention Agreements, Interagency Agreements and solicitation development. Complexity of work will increase with experience and time on the job. The SSA is expected to provide above standard levels of customer service to fellow CDSS staff and outside sources including control agencies, governmental agencies at the county and federal levels, non-profit organizations and private contractors. The SSA will be the Fi\$Cal Liaison for the Contracts and Purchasing Bureau.

A. RESPONSIBILITIES OF POSITION:

- 25% Perform activities including research, development and execution of contracts and agreements as follows: Subvention Agreements, Interagency Agreements and Memorandums of Understanding. Develops Requests for Offers, Invitations for Bid, and administers bid, evaluation panel, and contract award processes. Keep contract files in well-organized manner; generating extensive and detailed chronological documentation and relevant notes in the solicitation and contract file, as necessary.
- 25% Receive and analyze Service Order Requests for under \$5000, Requests for Contract Services (GEN 704); establish contract priorities with Departmental programs. Route contracts to control agencies for review and approval. Respond to inquiries from control agencies with guidance from SSM I and Mentor.
- 20% Perform regular research using the State Contracting Manuals, State Administrative Manual, and control agency broadcasts to ensure all contracts and agreements conform to state contracting regulations, policies and procedures.
- 20% Meet and consult with Departmental managers and staff, Department of General Services Legal Office and Office of Procurement regarding contract development, issue resolution, regulations, policies and procedures.

Create new and/or edit existing documents using Microsoft Office desktop programs including Microsoft Word, Excel and PowerPoint. Utilize and maintain the in-house Novatus contracts management program.

Provide customer service support to other Contracts Bureau staff, CDSS Programs and outside contractors on contract related matters.

Participate in workgroups to conduct research and act in a supporting role, as required.

Responsible for attending all Fi\$Cal related activities including but not limited to: trainings, and meetings, Fi\$Cal Forums, internal workgroups. The SSA will be directly involved with implementing Fi\$Cal in the Department.
- 5% Attend contracts related training and participate on special projects, as required. Create and conduct contracts related presentations to CDSS staff for training on the contracts process. Assist with Contracts Bureau's Sharepoint site content management.
- 5% Other duties as required.

B. SUPERVISION RECEIVED:

The SSA works independently and receives general supervision and direction from the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SSA has daily contact with managers and staff throughout the Department, and other state agencies and institutions, counties and private contracting entities in relation to contract development, status and execution.

E. ACTIONS AND CONSEQUENCES:

The SSA makes judgments concerning the suitability of bidding and contract negotiations; is responsible for including all appropriate and required terms and conditions in the contracts executed by the Department. If a contract is found to be out of compliance with the required terms, conditions, laws, regulations and policies, the Department could be exposed to audit exceptions, lawsuits, loss of funds and an increase in control agency oversight. If a contract is not executed accurately and/or on a timely basis, departmental programs may be faced with the inability to provide or secure contractual services required to meet federal or state mandates, and/or delivery of services to counties and the citizens of California.

F. OTHER INFORMATION:

The SSA is expected to be able to handle multiple tasks and priority assignments

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Associate Government Program Analyst (AGPA)

POSITION NUMBER:

800-665-5393-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Administration/Financial Management & Contracts

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Contracts and Purchasing Bureau

SUPERVISOR'S NAME:

Faisal Aziz

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- ☐ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Contracts and Purchasing Bureau (Bureau) is dedicated to providing procurement and contract services to California Department of Social Services (CDSS) Departmental programs and the California Health and Human Services Agency (CHHS). The Bureau coordinates the review and approval process with control agencies.

CONCEPT OF POSITION:

The Contract Analyst at the AGPA level (Contract Analyst) performs the more complex journey level analytical assignments such as assisting CDSS programs with evaluation and planning of their contract needs. Contract Analysts will have the ability to develop and assess standard state solicitation documents, standard state contracts documents, Scopes of Work (SOW), Evaluation Criteria and stay current on all contracts related broadcasts and new legislative policies as mandated by the state's control agencies. Contract Analysts at the AGPA level are expected to work independently with minimal supervision, produce completed staff work and provide the CDSS management team with solutions to complex contract issues based on current state laws and the State Contracting Manuals I, II and III. Provide excellent levels of customer service to other governmental agencies at the county and federal levels, and contractors. Act as team leader and participate as a member of workgroup teams, when necessary. Mentor other Bureau staff and act as SSM I when necessary. Fi\$Cal implementation analyst for the Department.

A. RESPONSIBILITIES OF POSITION:

- 20% Perform activities involved with the development and execution of the more responsible, varied and difficult contracts and agreements with general direction from the SSM I. Analyze new Requests for Contract Services (GEN 704) and negotiate and establish contract priorities with Departmental programs and control agencies for review and approval. Process Service Orders for Non-IT Services under \$5,000. Assist customers with navigation of the contracts process. Keep contract files in a well-organized manner, generating extensive and detailed chronological documentation and relevant notes in the solicitation and contract file, as necessary.
 - 20% Develop Invitations for Bids (IFB), Request for Offers (RFO), Request for Proposals (RFP), Memorandums of Understanding (MOU) and Non-Competitive Bid Justifications for information technology (IT) services and Non-IT services that may be complex and require extensive research, clarification and structure prior to the administration of the bid and contract award process.
 - 20% Ensure all procurement documents, contracts and other agreements conform to state and federal contracting regulations, policies and procedures. Ensure that all required documentation is acquired and in the contract file.
 - 20% Meet and consult with Departmental managers and staff, Department of General Services Legal Office and Office of Procurement regarding contract development, issue resolution, regulations, policies and procedures. Be involved in the more complex and controversial negotiations with other state and governmental agencies and other public and private parties including the dispute resolution process.
- Responsible for attending all Fi\$Cal related activities including but not limited to: trainings, and meetings, Fi\$Cal Forums, internal workgroups. The SSA will be directly involved with implementing Fi\$Cal in the Department.
- 5% Formulate contract policies, procedures and program alternatives. Provide recommendations on a broad spectrum of administrative and program-related problems. Act as a member of the project team, for onset of project to completion of contract.
 - 5% Review and analyze proposed legislation and advise management of potential impact.
 - 5% Assist with the training of Contracts Analysts. May serve as mentor, lead analyst and/or as acting unit manager during absence of the SSM I.
 - 5% Other duties as required. Special projects, as needed.

B. SUPERVISION RECEIVED:

The Contract Analyst works independently and receives general supervision and direction from the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Contract Analyst has daily contact with managers and staff throughout the Department and other state agencies and institutions, counties and private contracting entities in relation to contract development, status and execution.

E. ACTIONS AND CONSEQUENCES:

The Contract Analyst makes judgments concerning the suitability of bidding and contract negotiations settings, is responsible for including all appropriate and required terms and conditions in the contracts executed by the Department. If a contract is found to be out of compliance with the required terms, conditions, laws, regulations and policies, the Department could be exposed to audit exceptions, lawsuits, loss of funds and an increase in control agency oversight. If a contract is not executed accurately and/or on a timely basis, Departmental programs may be faced with the inability to provide or secure contractual services required to meet federal or state mandates and delivery of services to counties and the citizens of California.

F. OTHER INFORMATION:

The Contract Analyst is expected to be able to handle multiple tasks and priority assignments.